

**BOARD OF SUPERVISORS**

*Brown County*

305 E. WALNUT STREET

E-Mail: [BrownCountyCountyBoard@co.brown.wi.us](mailto:BrownCountyCountyBoard@co.brown.wi.us)

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600



PHONE (920) 448-4015 FAX (920) 448-6221

**"PUBLIC NOTICE OF MEETING"**

**Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held**

**THE WEEK OF  
APRIL 15 – 19, 2019**

**MONDAY, APRIL 15, 2019**

*2:30 pm	Solid Waste Board	Port & Resource Recovery
		2561 S. Broadway
*3:30 pm	Housing Authority	Room 200, Northern Building
		305 E. Walnut Street

**TUESDAY, APRIL 16, 2019**

*3:30 pm	Children With Disabilities Education Board	Syble Hopp School
		755 Scheuring Road
*4:30 pm	Veterans Recognition Subcommittee	Room 201, Northern Building
		305 E. Walnut Street

**WEDNESDAY, APRIL 17, 2019**

*12:00 pm	Mental Health Subcommittee	Conf. Rm. A, Sophie Beaumont Bldg.
		111 N. Jefferson Street
*6:30 pm	Education & Recreation Committee – <i>Special Meeting</i>	Room 210, City Hall
		100 N. Jefferson Street
*6:30 pm	Administration Committee – <i>Special Meeting</i>	Room 207, City Hall
		100 N. Jefferson Street
*6:45 pm	Planning, Development & Transportation Cmte – <i>Special Meeting</i>	Room 210, City Hall
		100 N. Jefferson Street
*7:00 pm	Brown County Board of Supervisors	Legislative Room 203, City Hall
		100 N. Jefferson Street

**THURSDAY, APRIL 18, 2019**

(No Meetings)

**FRIDAY, APRIL 19, 2019**

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

**PORT & RESOURCE RECOVERY DEPARTMENT**

**Brown County**

2561 SOUTH BROADWAY  
GREEN BAY, WI 54304

PHONE: (920) 492-4950 | FAX: (920) 492-4957

DEAN R. HAEN  
DIRECTOR

**- PUBLIC NOTICE -**  
**BROWN COUNTY SOLID WASTE BOARD**  
**Monday, April 15th – 2:30 pm**  
Brown County Port & Resource Recovery  
2561 S Broadway, Green Bay, WI 54304

**Agenda:**

1. Call to Order
2. Roll Call
3. Agenda – *Request for Approval*
4. Minutes – March 18th, 2019 - *Request for Approval*
5. Announcements/Communications
6. Refuse Transfer Station Scale - *Request for Approval*
7. Refuse Transfer Station Scale House Remodel - *Request for Approval*
8. Fire Extinguisher Disposal - *Update*
9. Director's Report
10. Such other Matters as Authorized by Law
11. Adjourn

Dean R. Haen  
Director

*Any person wishing to attend who requires special accommodations should contact the Brown County Port & Resource Recovery Department at 492-4950 at least two (2) working days before the meeting, so that arrangements can be made. Notice is hereby given that action by the Brown County Solid Waste Board may be taken on any of the items which are described or listed in this agenda.*

**AGENDA  
BROWN COUNTY HOUSING AUTHORITY**

**New Location**

**Monday, April 15, 2019, 3:30 p.m.  
Northern Building, 320 E. Walnut Street, Room 200  
Green Bay, WI 54301**

**MEMBERS:** Corday Goddard– Chair, Tom Deidrick – Vice Chair, Sup. Andy Nicholson, Ann Hartman, and John Fenner

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the February 18, 2019 meeting of the Brown County Housing Authority.

**COMMUNICATION:**

2. Communication regarding a visit from our HUD Portfolio Management Specialist in May.

**REPORTS:**

3. Report on Housing Choice Voucher Rental Assistance Program:
  - A. Preliminary Applications
  - B. Unit Count
  - C. Housing Assistance Payments Expenses
  - D. Housing Quality Standard Inspection Compliance
  - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
  - F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)
  - G. VASH Reports (new VASH and active VASH)
  - H. Langan Investigations Criminal Background Screening and Fraud Investigations
  - I. Quarterly Langan Denials report
  - J. Quarterly Active Cases Breakdown
  - K. Quarterly End of Participation
  - L. Quarterly Customer Service Satisfaction

**OLD BUSINESS:**

4. Update on HUD waiver for Chuck Lamine's appointment as the Executive Director of the BCHA.
5. Update on ICS Letter to HUD regarding the portability waiver.

**NEW BUSINESS:**

6. Consideration and review of a presentation by Freedom House regarding the programs they offer.
7. Consideration and review of drafted housing goals and potentially the drafted housing chapter for the Brown County comprehensive plan.
8. Consideration with possible action on approval of updated Utility Allowances for the Housing Choice Voucher Program.

9. Consideration with possible action of amending the BCHA bylaws to include a new meeting location.
10. Consideration with possible action of backdating a one year Project Based Voucher contract with BlueStone Realty.
11. Consideration with possible action of extending a five year Project Based Voucher contract with BlueStone Realty.

**BILLS AND FINANCIAL REPORT:**

12. Consideration with possible action on acceptance of BCHA bills.
13. Consideration with possible action on acceptance of BCHA financial report.

**ADMINISTRATOR'S REPORT AND INFORMATIONAL:**

14. Administrators Report.
  - A. Individual meetings between board members and Brown County staff.
  - B. GAP Financing
    - i. Cash Balances by Fund
  - C. Survey
15. Date of next meeting: May 20, 2019.

Any person wishing to attend who, because of a disability, requires special accommodation should contact the Brown County Human Resources Office at (920) 448-4065 by 4:30 p.m. the day before the meeting so that arrangements can be made.

Pursuant to Section 19.84, notice is hereby given to the public:

**BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD**  
**Tuesday, April 16 – 3:30 pm**  
**Syble Hopp School**

1. Action Item: Call to Order
2. Open Forum
3. Action Item: Approval of March 19, 2019 Minutes  
RECOMMENDED MOTION: That the minutes of the March 19, 2019 Board meeting be approved.
4. Action Item: Approval of Agenda  
RECOMMENDED MOTION: That the agenda for today's meeting be approved.
5. Action Item: Donations  
RECOMMENDED MOTION: That this month's donations be approved.
6. Action Item: Payment of Bills  
RECOMMENDED MOTION: That the payment of the bills be approved.
7. Action Item: Financial Report  
RECOMMENDED MOTION: That the financial report be accepted.
8. Action Item: Budget 2019-2020  
RECOMMENDED MOTION: That the budget for the 2019-2020 school year be approved.
9. Action Item: Resignation  
RECOMMENDED MOTION: That the Board approve the resignation of Andrew Hall, District Teacher at Wrightstown, at the end of his contract year.
10. Discussion Item: Strategic Plan – School Perceptions Survey Status
11. Discussion: Administrator's Report
12. Discussion Item: Parent Organization Report
13. Executive Session: The Board will move to executive session as allowed by Wisconsin State Statute 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
14. Action Item: Adjournment  
RECOMMENDED MOTION: That the April 16, 2019 Brown County Children with Disabilities Board meeting be adjourned.

\*Any person wishing to attend who, because of disability requires special accommodation, should contact Syble Hopp School at 336-5754 by 3:00 p.m. on Monday, April 15, 2019 so arrangements can be made.

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### VETERANS RECOGNITION SUBCOMMITTEE

Bernie Erickson, Chair

Ed Koslowski, Vice Chair

Joe Aulik, Joan Brusky, Ken Corry,

Louise Dahlke, Jason Habeck, Jim Haskins,

Kerry Metoxen, Duane Pierce, Jerry Polus

### VETERANS' RECOGNITION SUBCOMMITTEE

Tuesday, April 16, 2019

4:30 pm

Room 201, Northern Building

305 E. Walnut Street

Green Bay, WI

### NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEMS LISTED ON THE AGENDA

1. Call Meeting to Order.
2. Approve/Modify Agenda.
3. Approve/Modify Minutes of March 19, 2019.
4. Budget Status Financial Report for December, 2018.
5. Discussion re: Honor Rewards Program.
6. Discussion re: 2019 Veterans Appreciation Day at the Brown County Fair.
7. Review tickets and posters from last year's Appreciation Day at the Fair event.
8. Discussion re: Possibly Honoring Peacetime and Non-Combat Veterans at the Fair.
9. Discussion re: Thank You Certificates for donations for Veterans Appreciation Day at the Fair.
10. Report of CVSO Joe Aulik.
11. Report from Committee Members Present (Erickson, Aulik, Brusky, Corry, Dahlke, Habeck, Haskins, Koslowski, Metoxen, Pierce, Polus).
12. Such Other Matters as Authorized by Law.
13. Adjourn.

Bernie Erickson, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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County Supervisors Hoyer, Borchardt, Schadewald

Cheryl Weber, Pat La Violette, Guy Zima,

Stephanie Birmingham

### MENTAL HEALTH TREATMENT SUBCOMMITTEE

Wednesday, April 17, 2019

12:00 p.m.

Conference Room A (E03), 1<sup>st</sup> Floor

Sophie Beaumont Building

111 N. Jefferson Street

Green Bay, Wisconsin

- I. Call to order.
  - II. Approve/Modify Agenda.
  - III. Approve/Modify Minutes of January 16, 2019.
- 
1. Report and discussion - Spending of the 2019 \$1.14 mental health dollars, to date.
    - a. Alternate detoxification options and opportunities.
  2. Discussion – Costs of Crisis Assessment Center (building and operational), as supported by the half-percent sales tax.
  3. Discussion – A county resolution identifying September as National Suicide Prevention Month.
  4. Discussion – Identifying gaps and quantifying the needs of our community, including long-term care, as they could be addressed by recertification of county operations.
  5. Update – Outreach Efforts.
  6. Update – Criminal Justice Services.
  7. Such other matters as authorized by law.
  8. Adjourn.

Next Meeting: August 21<sup>st</sup>, 2019

Erik Hoyer, Chair

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### EDUCATION & RECREATION COMMITTEE

John Van Dyck, Chair  
Paul Ballard, Vice Chair  
David Landwehr, Kathy Lefebvre, Ray Suennen

### **SPECIAL EDUCATION & RECREATION COMMITTEE**

**WEDNESDAY, APRIL 17, 2019**

**6:30 pm**

**Room 210, City Hall**

**100 N. Jefferson St., Green Bay, WI**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION  
ON ANY ITEMS LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.

### **Comments from the Public**

### **Park Management**

1. To reduce the admission fees for the NEW Zoo by 50% during the otter bridge removal and related construction of the new pathway. The construction is tentatively planned for April 22<sup>nd</sup> & 23<sup>rd</sup> weather permitting. During those days, the Wisconsin trail and northern trail areas will not be accessible for zoo visitors. NOTE: A proposed Resolution regarding this matter will be distributed at the meeting.

### **Other**

2. Such other matters as authorized by law.
3. Adjourn.

John Van Dyck, Chair

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### ADMINISTRATION COMMITTEE

Tom Sieber, Chair; James Kneiszel, Vice Chair  
Richard Schadewald, John Vander Leest, Keith Deneys

### SPECIAL ADMINISTRATION COMMITTEE

Wednesday, April 17, 2019

6:30 p.m.

Room 207, City Hall

100 N. Jefferson St., Green Bay, WI

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM  
LISTED ON THE AGENDA

- I. Call to Order.
- II. Approve/Modify Agenda.

### Comments from the Public

### Administration

1. Resolution Authorizing and Approving the Contribution of Property to the Ashwaubenon CDA and Authorizing and Approving a New Lease with the Ashwaubenon CDA Regarding the Brown County Expo Center and Resch Center.

### Other

2. Such other matters as authorized by law.
3. Adjourn.

Tom Sieber, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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### PLAN, DEV. & TRANS. COMMITTEE

Bernie Erickson, Chair; Dave Kaster, Vice Chair  
Norbert Dantine, Steve Deslauriers, Alex Tran

### SPECIAL PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE

Wednesday, April 17, 2019

6:45 pm

Room 210, City Hall

100 N. Jefferson St., Green Bay, WI

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.

### Comments from the Public

### Public Works

1. Recommendation and Approval for the Fox River Papermaking Corridor Storm Water Project – Project #2317.

### Other

2. Such other matters as authorized by law.
3. Adjourn.

Bernie Erickson, Chair

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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PATRICK W. MOYNIHAN JR., CHAIR (920)

THOMAS J. LUND, VICE CHAIR

## PUBLIC NOTICE OF MEETING

Pursuant to Section 19.85 and 59.094, Wis. Stats. notice is hereby given to the public that the regular meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held on Wednesday, April 17, 2019 at 7:00 p.m., in the Legislative Room 203, 100 North Jefferson St., Green Bay, Wisconsin.

**NOTICE IS HEREBY GIVEN THAT THE COUNTY BOARD MAY TAKE ACTION ON  
ANY ITEM ON THE AGENDA**

### **\*\* Presentations \*\***

#### **Commendation to Bay Port Pirates Girls Basketball Team**

The following matters will be considered:

Call to Order.

Invocation.

Pledge of Allegiance to the Flag.

Opening Roll Call.

1. **Adoption of Agenda.**
2. **Comments from the Public:**
  - a. State name and address for the record.
  - b. Comments will be limited to five minutes.
  - c. The Board's role is to listen to public comments, and not to ask questions, discuss nor take action regarding public comments.
3. **Approval of Minutes of March 20, 2019.**
4. **Announcements by Supervisors.**
5. **Presentation of Communications for Consideration:**
  - a. Late Communications.
6. **Appointments by County Board Chair and Board of Supervisors Committee as a Whole: (None)**
7. **Confirmation/Appointments by County Executive:**
  - a. Reappointment of Bernie Erickson, Bryan Hyska, and Wes Kornowske to the Harbor Commission.
  - b. Reappointment of Corday Goddard to the Housing Authority.
  - c. Reappointments of Aaron Linssen and Craig Huxford and Appointment of Laura McCoy to the Human Services Board.

8. **Reports of the:**
  - a. County Board Chair.
  - b. County Executive.
9. **Other Reports: (None)**
10. **Standing Committee Reports:**

**a) REPORT OF ADMINISTRATION COMMITTEE OF APRIL 3, 2019:**

1. Review minutes of: *None*.
2. Child Support - Departmental Openings Summary - March 2019. Receive and place on file.
3. Child Support - Director Summary for March 2019. Receive and place on file.
4. Administration - Ordinance to Amend Section 3.20 of Chapter 3 of the Brown County Code of Ordinances (Outlay Capitalization Procedure).
  - i. To amend Section 2 to read date effect January 2020.
  - ii. To approve as amended. See Resolutions and Ordinances.
5. Administration - Ordinance to Amend Section 3.11 of Chapter 3 of the Brown County Code of Ordinances (Out of County Travel Expense Reimbursements).
  - i. To amend the ordinance, placing a period after "Chairperson" and strike "within 5 business days of the start of the event" as well as "is provided within 5 business days" after for non-attendance.
  - ii. To refer as amended to the Executive Committee. See Resolutions and Ordinances.
6. Administration - Budget Adjustment Log. Receive and place on file.
7. Administration - Director's Report. Receive and place on file.
8. Human Resources - Update re: Clerk of Courts Class and Comp issues – standing item. Receive and place on file.
9. Human Resources - Director's Report. Receive and place on file.
10. Technology Services - Hall of Fame Box Move. To hold until next meeting.
11. Technology Services - Director's Report. Receive and place on file.
12. Audit of bills. To acknowledge receipt of the bills.

**ai) REPORT OF SPECIAL ADMINISTRATION COMMITTEE OF APRIL 17, 2019:**

1. Resolution Authorizing and Approving the Contribution of Property to the Ashwaubenon CDA and Authorizing and Approving a New Lease with the Ashwaubenon CDA Regarding the Brown County Expo Center and Resch Center. *Motion pending special meeting.* See Resolutions and Ordinances.

**b) REPORT OF EDUCATION AND RECREATION COMMITTEE OF MARCH 28, 2019:**

1. Consent Agenda - Neville Public Museum Governing Board Minutes of March 11, 2019. *See Item 3.*
2. Consent Agenda - Library Board Minutes of January 17, 2019. *See Item 3.*
3. Consent Agenda - Audit of Bills. To approve.
4. Golf Course - Superintendent's Report. *No Action Taken.*
5. Library - Director's Report. *No Action Taken.*
6. Museum - Director's Report. *No Action Taken.*
7. Museum - Neville Core Gallery Plan Working Draft. *No Action Taken.*
8. NEW Zoo - Director's Report. *No Action Taken.*
9. NEW Zoo - Discussion regarding the feasibility of allowing cross country skiing at the Brown County Golf Course. Receive and place on file.
10. Park Mgmt. - Director's Report. *No Action Taken.*
11. Park Mgmt. - Fairgrounds Master Plan Final Report. To hold for 30 days.
12. Communication from Supervisors Schadewald and Erickson: This communication is my request for the inclusion of the seals of the six branches of the US Armed Forces (Army, Navy Marines, Air Force, Coast Guard and Merchant Marine) during WWII in interior/exterior artwork in the new Expo Center,

- along with recognition of Major General Jacob Jennings Brown, Lt. Colonel Austin Straubel, and any other appropriate military personnel related to the Brown County History. Receive and place on file.
13. Resolution in Support of Continued State Funding for the Knowles-Nelson Stewardship Program. To approve. See Resolutions and Ordinances.
  14. Resolution Authorizing Grant Application to the WI DNR in Order to Acquire Approximately 4.54 Acres of Land on Nicolet Drive for a Public Safe Harbor Boat Landing. To approve. See Resolutions and Ordinances.
  15. Request for Approval of Low Bid for Project #2304: Barkhausen Storage Building. To approve.

**bi) REPORT OF SPECIAL EDUCATION & RECREATION COMMITTEE OF APRIL 17, 2019:**

1. To reduce the admission fees for the NEW Zoo by 50% during the otter bridge removal and related construction of the new pathway. The construction is tentatively planned for April 22<sup>nd</sup> & 23<sup>rd</sup> weather permitting. During those days, the Wisconsin trail and northern trail areas will not be accessible for zoo visitors. *Motion pending special meeting.*

**c) REPORT OF EXECUTIVE COMMITTEE OF APRIL 8, 2019:**

1. Review Minutes of: None.
2. Legal Bills - Review and Possible Action on Legal Bills to be paid. To pay the legal bills.
3. Internal Auditor - Status Update: March 1 - 31, 2019. Receive and place on file.
4. Corporation Counsel - Oral Report. Receive and place on file.
5. Resolution Regarding the Sale of Four Parcels of Land – Brown County Golf Course. To approve the Resolution as Amended at Executive Committee on 04-08-2019. See Resolutions and Ordinances.
6. Resolution Authorizing and Approving the Contribution of Property to the Ashwaubenon CDA and Authorizing and Approving a New Lease with the Ashwaubenon CDA Regarding the Brown County Expo Center and Resch Center. To approve. See Resolutions and Ordinances.
7. Resolution Authorizing Grant Application to the WI DNR in Order to Acquire Approximately 4.54 Acres of Land on Nicolet Drive for a Public Safe Harbor Boat Landing. To approve. See Resolutions and Ordinances.
8. Resolution Regarding Table of Organization Change Health and Human Services Department Community Services Addition of One CLTS Social Worker/Case Manager. To approve. See Resolutions and Ordinances.
9. An Ordinance to Amend Section 3.11 of Chapter 3 of the Brown County Code of Ordinances (Out Of County Travel Expense Reimbursement). To approve. See Resolutions and Ordinances.
10. Dept. of Admin & Human Services - Director of Administration Report. Receive and place on file.
11. Dept. of Admin & Human Services - Human Resources Report. Receive and place on file.

**d) REPORT OF HUMAN SERVICES COMMITTEE OF MARCH 27, 2019:**

1. Review Minutes of:
  - a. Aging & Disability Resource Center Executive/Finance Committee (June 22, 2017).
  - b. Aging & Disability Resource Center Board Meeting (February 28, 2019).
  - c. Board of Health (November 13, 2018 and January 15, 2019).
  - d. Human Services Board (February 14, 2019).
    - i. To suspend the rules to take Items 1 a, b, c & d together.
    - ii. To approve Items 1 a, b, c & d.
2. Communication from Supervisor Ballard re: For the Brown County Board of Health to cease sharing demographic and personal information of residents with drug companies and other third parties for the purpose of sending out notifications of missed vaccinations. Instead, this essential educational program should be operated in-house and a budget adjustment of \$2,500 would be needed. Doing this in-house is consistent with other health departments in the state; allows the program to continue at a low cost; and respects the privacy rights of the citizenry. *Motion at February meeting: To hold 30 days to receive additional information from the Health Department. To hold for one month.*
3. Wind Turbine Update - Receive new information – Standing Item. Receive and place on file.

4. Veterans Services - Budget Adjustment Request (19-027): Any increase in expense's with an offsetting increase in revenue. To approve.
5. Board of Health - Draft and enact a policy relative to incidents of contamination by any government agency or detection of contamination in exceedance of State Statutes because we find the situation with the Port authority delay unacceptable. See Item 6 in 1/15/19 Board of Health Minutes. To direct staff to draft and enact a policy to report incidents of contamination to the appropriate government oversight agency within 60 days.
6. Health & Human Service Dept. - Budget Adjustment Request (18-148): Any increase in expenses with an offsetting increase in revenue. To approve.
7. Health & Human Service Dept. - Budget Adjustment Request (18-149): Any increase in expenses with an offsetting increase in revenue. To approve.
8. Health & Human Service Dept. - Resolution Regarding Table of Organization Change Health and Human Services Department – Community Services Addition of One CLTS Social Worker/Case Manager. To approve. See Resolutions and Ordinances.
9. Health & Human Service Dept. - Executive Director's Report. Receive and place on file.
10. Health & Human Service Dept. - Financial Report for Community Treatment Center and Community Services. Receive and place on file.
11. Health & Human Service Dept. - Statistical Reports.
  - a. Monthly CTC Data.
    - i. Bay Haven Crisis Diversion.
      - (1) Corrected January 2019 Statistics.
      - (2) February 2019 Statistics.
    - ii. Nicolet Psychiatric Center.
    - iii. CTC Double Shifts.
  - b. Child Protection – Child Abuse/Neglect Report.
  - c. Monthly Contract Update.
    - i. To suspend the rules to take Items 11 a, ai, ai(1), ai(2), aii, aiii, b and c together.
    - ii. To receive and place on file Item 11 a, ai, ai(1), ai(2), aii, aiii, b and c.
12. Request for New Non-Continuous and Contract Providers and New Provider Contracts. To approve.
13. Audit of bills. To acknowledge receipt of the bills.

**e) REPORT OF PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE OF MARCH 25, 2019:**

1. Consent Agenda - Housing Authority Minutes (January 21, 2019). To approve.
2. Consent Agenda - Solid Waste Board Minutes (February 18, 2019). To approve.
3. Consent Agenda - Transportation Coordinating Committee Minutes (December 4, 2017, March 12, June 11, September 10, December 3, 2018). To approve.
4. Communication from Supervisors Tran and Borchardt re: For the County to do an energy audit on all county-owned buildings. Referred from March County Board. To defer until June PD & T meeting.
5. Extension Brown County - Director's Report. Receive and place on file.
6. Property Listing - 2018 Annual Property Listing Report. Receive and place on file.
7. Planning Commission - Brown County STEM Innovation Center Construction Update. Receive and place on file.
8. Port & Resource Recovery - Solid Waste Transfer Station Scale Software and Kiosk Installation RFP – Request for Approval. To approve.
9. Port & Resource Recovery - Beneficial Reuse of Dredged Material – Request for Approval. To approve.
10. Port & Resource Recovery - Director's Report. Receive and place on file.
11. Public Works - Budget Adjustment Request (19-031): Reallocation between two or more departments, regardless of amount. To approve.
12. Public Works - 2018 Annual Financial Report. Receive and place on file.
13. Public Works - Recommendation and Approval for Courthouse & Lantern Cleaning and Resealing – Project #2302. To award project #2302 to Abrasive Solutions, LLC for the Courthouse Dome & Lantern Cleaning and Resealing for \$69,500.
14. Public Works - Summary of Operations Report. Receive and place on file.
15. Public Works - Director's Report. Receive and place on file.
16. Airport - 12-Hour Shift Report. Receive and place on file.

17. Airport - Departmental Openings Summary. *No items; no action taken.*
18. Airport - Director's Report. Receive and place on file.
19. Acknowledging the bills. To acknowledge receipt of the bills.

**ei) REPORT OF SPECIAL PLANNING, DEVELOPMENT & TRANSPORTATION SUBCOMMITTEE COMMITTEE OF APRIL 17, 2019:**

1. Recommendation and Approval for the Fox River Papermaking Corridor Storm Water Project – Project #2317. *Motion pending special meeting.*

**eii) REPORT OF LAND CONSERVATION SUBCOMMITTEE COMMITTEE OF MARCH 25, 2019:**

1. Open Positions Report. Receive and place on file.
2. Director's Report.
  - a. Demonstration Farm Network Expansion. Receive and place on file.

**f) REPORT OF PUBLIC SAFETY COMMITTEE: *No meeting, no report.***

**11. Resolutions & Ordinances.**

**Budget Adjustments Requiring County Board Approval**

- a. Resolution Approving Budget Adjustments to Various Department Budgets.

**Referred from March County Board meeting**

- b. An Ordinance to Amend Section 4.71 of Chapter 4 of the Brown County Code of Ordinances (Organ or Bone Marrow Donation or Receipt). *Motion at March 11 Executive: To approve.*

**Administration Committee**

- c. Ordinance to Amend Section 3.20 of Chapter 3 of the Brown County Code of Ordinances (Outlay Capitalization Procedure). *Motion at Admin: To amend Section 2 to read date effect January 2020; To approve as amended.*

**Administration Committee and Executive Committee**

- d. Ordinance to Amend Section 3.11 of Chapter 3 of the Brown County Code of Ordinances (Out of County Travel Expense Reimbursements). *Motion at Admin: To amend the ordinance, placing a period after "Chairperson" and strike "within 5 business days of the start of the event" as well as "is provided within 5 business days" after for non-attendance; To refer as amended to the Executive Committee; Motion at Exec: To approve.*

**Education & Recreation Committee**

- e. Resolution in Support of Continued State Funding for the Knowles-Nelson Stewardship Program. *Motion at Ed & Rec: To approve.*

**Education & Recreation Committee and Executive Committee**

- f. Resolution Authorizing Grant Application to the WI DNR in Order to Acquire Approximately 4.54 Acres of Land on Nicolet Drive for a Public Safe Harbor Boat Landing. *Motion at Ed & Rec: To approve; Motion at Exec: To approve.*

**Executive Committee**

- g. Resolution Regarding the Sale of Four Parcels of Land – Brown County Golf Course. *Motion at Exec: To approve the Resolution as Amended at Executive Committee on 04-08-2019.*

**Executive Committee and Special Administration Committee**

- h. Resolution Authorizing and Approving the Contribution of Property to the Ashwaubenon CDA and Authorizing and Approving a New Lease with the Ashwaubenon CDA Regarding the Brown County Expo Center and Resch Center. *Motion at Exec: To approve; Motion pending Special Admin.*

**Executive Committee and Human Services Committee**

- i. Resolution Regarding Table of Organization Change Health and Human Services Department Community Services Addition of One CLTS Social Worker/Case Manager. Motion at Exec: To approve; Motion at Human Services: To approve.

12. **Closed Session:** None.
13. Such other matters as authorized by law.
14. Bills over \$5,000 for period ending March 31, 2019.
15. Closing Roll Call.
16. Adjournment to Wednesday, May 15, 2019 at 7:00 P.M., Legislative Room 203, 100 N. Jefferson Street, Green Bay, Wisconsin.

Submitted by:

A handwritten signature in black ink, appearing to read "Patrick W. Moynihan, Jr.", with a stylized, flowing script.

Patrick W. Moynihan, Jr.  
Board Chairman

Notice is hereby given that action by the County Board of Supervisors may be taken on any of the items which are described or listed in this agenda. The County Board of Supervisors may go into Closed Session: Pursuant to Wis. Stats. § 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.





April 2019



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 <b>APRIL FOOL'S DAY</b>	2	3 Public Safety 4 pm Admin 5:30 pm	4	5	6
	7	8 Executive 5:30 pm	9 Criminal Justice Coordinating Board 8:00 am	10	11	12
	14	15	16 Vets 4:30 pm	17 Mental Health Subcmte 12 pm Special Ed & Rec 6:30 pm Special Admin 6:30 pm Special PD&T 6:45 pm County Board 7 pm	18	19
	21	22 Land Con 5:00 pm PD&T 5:15 pm @ Highway Dept.	23	24 Human Services 6:00 pm	25 Ed & Rec 5:30 pm	26
	28	29	30			27

## BROWN COUNTY COMMITTEE MINUTES

- Benefits Advisory Committee (February 14, 2019)
- Children With Disabilities Education Board (March 19, 2019)
- Brown County Harbor Commission (February 11, 2019)
- Planning Commission Board of Directors (February 6, 2019)

**To obtain a copy of Committee minutes:**

[http://www.co.brown.wi.us/minutes\\_and\\_agendas/](http://www.co.brown.wi.us/minutes_and_agendas/)

OR

Contact the Brown County Board Office or the County Clerk's Department

**PROCEEDINGS OF THE BROWN COUNTY**  
**BENEFITS ADVISORY COMMITTEE**

Pursuant to Section 19.84, Wis. Stats., a regular meeting of the Brown County Benefits Advisory Committee was held on Thursday, February 14, 2019 at 3:30 pm in Room 650 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

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**PRESENT:** Jill Bomkamp, Sherry Officer, Louise Pfothhauer, Erik Pritzl, Dan Process, John VanderLeest, Janelle Walton, Jan Stage (Associated Benefits and Risk Consulting), Supervisor Megan Borchardt and Supervisor Tom Sieber.  
**EXCUSED:** Supervisor Pat Moynihan, Jr.

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**1. Call meeting to order.**

The meeting was called to order by Chair Louise Pfothhauer at 3:33 pm.

**2. Roll Call.**

Roll call was taken.

**3. Approve/Modify agenda.**

Motion made by Erik Pritzl, seconded by Jill Bomkamp to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**4. Approve/Modify Minutes from September 24, 2018.**

Motion made by Janelle Walton, seconded by Sherry Officer to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**5. Presentation from Associated and discussion of cost savings strategies including those addressed in 2018.**

Jan Stage, Associated Benefits and Risk Consulting (Associated), distributed and discussed the December YE 2018 Funding Analysis Report (attached). Jan emphasized that this report reflects paid claims (not claims incurred). Jan indicated that the 2018 YTD Plan Performance (Sum of Total Funding less Total Costs) was favorable for the year (\$1.5 million) and that the YTD % of Total Costs to Funding was 91.97%. Breakeven is 100%. Jan also indicated that the County was able to avoid high cost claims in 2018, which helped to bolster this favorable outcome.

Jan indicated that health care costs for 2020 are projected to increase by 7% - 8%. Associated is estimating that Brown County's increase will be around 4.5%. However, Administration has challenged Associated to keep this at zero.

To address this request, Jan indicated that Associated will be going out and requesting bids from fully-insured plans; including those with reduced providers or a single provider. Jan indicated that there is more competition in this field and that recent trends support exploring fully-insured plans further. Associated will also continue to review the current plan for efficiencies; especially within prescriptions (pharmacy).

Wellness programs were discussed. Currently, only employees are required to participate in Health Risk Assessments (HRA's). Associated will assess the potential benefits/costs connected with requiring spouses to participate in family plans. Employee owned on-site / near-site clinics will be put out to bid and reviewed. Other wellness programs will also go out for bids and reviewed.

Jan indicated that he will give a presentation on self-funded plans at the March 14, 2019, BAC meeting (approximately 30 minutes).

Other topics discussed included:

- Alternative programs (i.e., Teladoc, Bellin Fast Care, Naturally Slim, etc.) and their impact
- Employee communication options (i.e., lunch and learn, emails, video transmission, intranet, etc.) and any budgetary implications – paid (mandatory) versus unpaid (voluntary)

No action taken.

**6. Review and discuss role of BAC in 2019 including acquiring new members.**

Currently, the Benefits Advisory Committee is short two (2) representatives. The goal is to have these positions filled by the next schedule meeting (March 14, 2019).

The timing of committee member elections was also discussed. It was suggested that a December/January timeframe is preferred as it allows members to become more familiar with the committee and time to evaluate/suggest potential plan changes. Also suggested was the staggering of elections; half in one year and half in the next. This would avoid a potential turnover of all members at one time and allow for better integration of new members.

Also discussed was the date and time of future meetings; second Thursday of each month at 3:30 pm.

No action taken.

**7. Schedule next meeting.**

Next meeting scheduled for Thursday, March 14, 2019 at 3:30 pm.

**8. Adjourn.**

**Motion made by John Vander Leest, seconded by Janelle Walton to adjourn at 4:42 pm. Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Dan Process  
Secretary

PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on: Tuesday, March 19, 2019

Board Members Present: J. Jansch, B. Clancy, J. Mitchell, L. Franke

Others Present: K. Pahlow, A. Nizzia, S. Johnson, C. Maricque, N. Kohls

Action Item: Call to Order

1. B. Clancy called the meeting to order at 3:35 PM.
2. Open Forum - None
3. Action Item: Approval of February 19, 2019 Minutes  
**Motion made by L. Franke, seconded by J. Jansch, that the minutes from the February 19, 2019 board meeting approved. MOTION CARRIED UNANIMOUSLY.**
4. Action Item: Approval of Agenda  
**Motion made by J. Jansch, seconded by J. Mitchell that the agenda for today's meeting be approved. MOTION CARRIED UNANIMOUSLY.**
5. Action Item: Donations  
Abbie N. reviewed the donations and provided the history of the largest donation.  
**Motion made by J. Mitchell, seconded by L. Franke, that the March donations be approved. MOTION CARRIED UNANIMOUSLY.**
6. Action Item: Payment of Bills  
Payments for February 1, 2019 to February 28, 2019 were reviewed and discussed. Bills were routine in nature.  
**Motion made by J. Jansch, seconded by L. Franke, that the payment of the bills be approved. MOTION CARRIED UNANIMOUSLY.**
7. Action Item: Financial Report  
Summaries of the Revenue and Expenditures ending January 31, 2019 were reviewed. Cash balance is up due to the levy dollars that came in. New flooring is needed in additional classrooms but the costs will be budgeted in the 2020 budget. Additional substitutes have been required due to leaves and vacancies. There is a savings recognized in ID Teachers and Aides. A question was raised whether there is a clause in the Lamer's contract regarding fuel prices when reviewing the transportation costs. There is a clause in our contract with Lamers regarding a scale for the cost of fuel prices.  
**Motion made by J. Jansch, seconded J. Mitchell, that the financial report be accepted. MOTION CARRIED UNANIMOUSLY.**
8. Action Item: Retirement  
K. Pahlow announced the retirement of Mary Shariff. Mary is retiring after 34 years of serving the district and Hopp as a Speech/Language Pathologist. We thank her for her time and the positive difference she has made in the lives of our students.  
**Motion made by J. Mitchell, seconded by L. Franke, that the Board approve the retirement of Mary Shariff, Speech and Language Pathologist, effective June 30, 2019. MOTION CARRIED UNANIMOUSLY.**
9. Discussion Item: Strategic Plan – School Perceptions Survey  
K. Pahlow stated that we are ready to go with the School Perceptions survey for staff. Parents and community/donor surveys will be done next fall. Board input and parent feedback were utilized in the survey development. Survey results will be ready in May so the information received can be used for summer planning.
10. Discussion Item: Administrator's Report  
K. Pahlow, Administrator -

- Kim informed the board of the passing away of recent retired teacher, Kris Cleereman.
- Due to inclement weather, we will need to add additional time to meet the time required by the DPI for instructional minutes. June 6 and June 7 will now be full days for the students and staff (with a 2:00 dismissal on June 7<sup>th</sup>).
- A group from Green Bay Leadership toured school looking for a project to do. They will be building a pergola over our sandboxes. They will raise the money and provide the labor. Plans have already be drawn up and reviewed.

A. Nizzie, Principal –

- Bill Clancy wowed our students with beautiful Irish singing and brought Irish dancers along.
- The Pulaski band entertained our students before they left for New York.
- Spaghetti dinner had a great turn out. The Parent Organization hired a balloon artist and magician and received positive feedback.
- Pizza fundraiser is finished. All proceeds go to the classrooms.
- Nut fundraiser is over. 650 cases were sold.
- Staff are going to pilot a new curriculum called Teachtown and is designed for students with autism and intellectual disabilities. Curriculum includes basic education, math, reading, social skills for early childhood to high school students. We are able to purchase sections to meet our needs. We are also looking into the Ablenet curriculum, which includes reading, science and math.

S. Johnson, Director of Special Education and Pupil Services –

- We have purchased the necessary training materials/resources to provide training on *Eating with Ease*. Our speech/language pathologists and school nurse will receive this training as part of Professional Development.

C. Maricque, Business Manager –

- We are looking at proposals for a new PA system. The system will be paid for with grant funds and a Parent Organization donation. The goal is to have it installed and working by the start of the next school year.

11. Discussion Item: Parent Organization Report

- The parents have just finished up a successful book fair and bake sale. Prom is coming up on May 4<sup>th</sup> and the golf outing is scheduled for July 13<sup>th</sup>.

12. Executive Session: The Board will move to executive session as allowed by Wisconsin Statute stats 19.85 (1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and (e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session at 4:08 PM.

**Motion made by L. Franke, seconded by J. Jansch, that the Board move into Executive Session. MOTION CARRIED UNANIMOUSLY.**

13. Action Item: Adjournment

**Motion made by J. Jansch, seconded by L. Franke, to adjourn the March 19, 2019 Brown County Children with Disabilities Board meeting at 4:45 PM. MOTION CARRIED UNANIMOUSLY.**

[illegible]





Report Date 04/11/19 07:21 PM

## SYBLE HOPP SCHOOL

Page No 2

Check Date 03/01/19 - 03/11/19

## Vendor Detail Report

FMVEN10A

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
DAVIS & KUEHLTHAU SC	0100001565	03/05/19	433338		Legal Services Thru January 2019	9-27-800-314-232100-019-000000-2	1,456.00
					Check Total		1,456.00
DE PERE Y-MART	0100001574	03/12/19	YNARTSHS 2/19		Fuel for Vehicles in February	9-27-100-348-256610-011-000000-2	212.04
					Check Total		212.04
DENMARK SCHOOL DISTRICT	0100001581	03/12/19	DMK 364 -19		Transit of Aide to Districts	9-27-800-936-491000-019-000000-2	5,832.00
					Check Total		5,832.00
GREAT AMERICAN DISPOSAL OF WISCONSIN	0100001582	03/12/19	93101330		Recycling & Trash Removal 3/1/19-3/31/19	9-10-100-323-253000-019-000000-2	124.00
					Check Total		124.00
JOHN'S REFRIGERATION INC	0100001590	03/22/19	132570CM		Credit for Sales Tax Charged Inv 132570	9-50-800-324-257100-000-000000-2	-12.50
					Refrigeration Repairs	9-50-800-324-257100-000-000000-2	262.50
					Check Total		250.00
KYLES CONSULTING	0100001576	03/12/19	KYLESSH 2/19		February SBS/MAC Fee	9-27-800-310-223300-019-000000-2	900.00
					Check Total		900.00
					Vendor Total		900.00

Report Date 04/11/19 07:21 PM

SYBLE HOPP SCHOOL

Page No 3

Check Date 03/01/19 - 03/31/19

Vendor Detail Report

FMVEN10A

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
LAMERS BUS LINES INC	0100001561	03/05/19	550801		March Route Transportation	9-27-100-341-256750-011-000000-2	35,805.06
						Check Total	35,805.06
	0100001566	03/05/19	550537		Transportation Ashwaubenon Lanes 2/13	9-27-100-341-256750-011-000000-2	37.27
	0100001566	03/05/19	550538		Transportation Ashwaubenon Lanes 2/6	9-27-100-341-256750-011-000000-2	34.04
						Check Total	71.31
	0100001577	03/12/19	551310		February WDP Transportation	9-27-101-341-256750-011-000000-2	2,672.32
	0100001577	03/12/19	551310		February Work Shuttle	9-27-100-341-256750-011-000000-2	1,692.54
	0100001577	03/12/19	551310		Transportation	9-27-100-341-256750-011-000000-2	11,333.32
	0100001577	03/12/19	551310		February Syble Hopp Transportation	9-27-100-341-256750-011-000000-2	7,610.22
	0100001577	03/12/19	64042		Feb Rt 3642 Syble Hopp Transportation	9-27-100-341-256750-011-000000-2	734.25
	0100001577	03/12/19	64046		February Transportation ILP	9-27-100-341-256750-011-000000-2	930.60
	0100001577	03/12/19	551310		February Transportation TL	9-27-100-341-256750-011-000000-2	4,492.57
					February EDP Transportation	9-27-101-341-256750-011-000000-2	29,465.82
						Check Total	39.65
	0100001587	03/19/19	550961		Transportation Ashwaubenon Lanes 2/21	9-27-100-341-256750-011-000000-2	32.36
	0100001587	03/19/19	550960		Transportation Ashwaubenon Lanes 2/20	9-27-100-341-256750-011-000000-2	72.01
						Check Total	80.00
	0100001593	03/25/19	552077		Repair Lift-Broken Tension Rod	9-27-100-324-256510-011-000000-2	97.43
	0100001593	03/25/19	551499		Transportation Mulva Pool 2/28	9-27-100-341-256750-011-000000-2	36.43
	0100001593	03/25/19	551498		Transportation Ashwaubenon Lanes 2/26	9-27-100-341-256750-011-000000-2	213.86
						Check Total	65,628.06
						Vendor Total	3,242.00
						Check Total	3,242.00
						Vendor Total	3,242.00
PULASKI SCHOOL DISTRICT	0100001583	03/12/19	PUL 3&4 -19		Transit of Aide to Districts	9-27-800-936-491000-019-000000-2	3,242.00
						Check Total	3,242.00
						Vendor Total	3,242.00

Report Date 04/11/19 07:21 PM

## SYBLE HOPP SCHOOL

Page No 4

Check Date 03/01/19 - 03/31/19

## Vendor Detail Report

FMVEN10A

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
RAE-COR DISTRIBUTING LLC	0100001588	03/19/19	014020		Salt Water Softener	9-10-100-411-253000-019-000000-2	295.04
					Check Total		295.04
SAN A CARE INC	0100001584	03/12/19	485908		Drain Hose Scrubbing Machine/Squeegee Bla	9-10-100-411-253000-019-000000-2	75.81
					Check Total		75.81
SUPERIOR CHEMICAL CORPORATION	0100001578	03/12/19	220727		Drain Cleaner & Shine Stainless Polish	9-10-100-411-253000-019-000000-2	253.64
					Check Total		253.64
TDS METROCOM	0100001585	03/12/19	9203364367	3/19	Monthly Phone Service 3/10/19-4/9/19	9-10-100-355-263300-019-000000-2	131.45
					Check Total		131.45
					Vendor Total		131.45

Report Date 04/11/19 07:21 PM

## SYBLE HOPP SCHOOL

Page No 5

Check Date 03/01/19 - 03/31/19

## Vendor Detail Report

FMVEN10A

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
US Bank PCard Only	115950						
	0100001571	03/05/19	PCARD 2/19		Pool Handicap Rail/Drill	9-10-100-411-253000-019-000000-2	75.54
	0100001571	03/05/19	PCARD 2/19		Bits		
					Softener	9-10-100-411-253000-019-000000-2	39.17
					Pellets, Vinegar, Distilled		
					Water		
	0100001571	03/05/19	PCARD 2/19		Emergency Light Covers for Gym	9-10-100-411-253000-019-000000-2	231.00
	0100001571	03/05/19	PCARD 2/19		Dust/Wet Mops/Handles & Door Mats	9-10-100-323-253000-019-000000-2	148.22
	0100001571	03/05/19	PCARD 2/19		Service Rodent Equip/Spot Treat Areas	9-10-100-323-253000-019-000000-2	32.00
	0100001571	03/05/19	PCARD 2/19		Dust Mops/Frames & Door Mats	9-10-100-323-253000-019-000000-2	148.22
	0100001571	03/05/19	PCARD 2/19		Mounts for Smartboards/PC's	9-10-100-480-295000-019-000000-2	999.39
	0100001571	03/05/19	PCARD 2/19		Keyboard & Mouse Combo-Smartbrds/PC's	9-10-100-480-295000-019-000000-2	482.85
	0100001571	03/05/19	PCARD 2/19		CD/DVD Drives for New PC's	9-10-100-480-295000-019-000000-2	428.87
	0100001571	03/05/19	PCARD 2/19		Glass Scrapers Removal	9-10-100-411-253000-019-000000-2	14.30
	0100001571	03/05/19	PCARD 2/19		Wording on Doors		
	0100001571	03/05/19	PCARD 2/19		Legal & HR Conference	9-27-800-313-232100-019-000000-2	250.00
	0100001571	03/05/19	PCARD 2/19		Pahlow/Maricque		
	0100001571	03/05/19	PCARD 2/19		Nonviolent Crisis	9-27-100-412-158000-019-000000-2	199.50
	0100001571	03/05/19	PCARD 2/19		Intervention Workbooks		
	0100001571	03/05/19	PCARD 2/19		Large & Medium Gloves for School Use	9-27-100-411-158000-019-000000-2	382.30
					Check Total		3,431.36
WEST DE PERE SCHOOL DISTRICT	108893				Vendor Total		3,431.36
	0100001567	03/05/19	WDPPS 2/19		February Food Service	9-50-800-310-257100-000-000000-2	4,182.00
					Check Total		4,182.00
	0100001586	03/12/19	WDP 164 - 19		Transit of Aide to Districts	9-27-800-936-491000-019-000000-2	6,474.00
					Check Total		6,474.00
	0100001589	03/19/19	102		Sub Teacher for S Burnette 2/25	9-27-101-382-436000-019-000000-2	83.43
					Check Total		83.43
					Vendor Total		10,739.43
WI DEPT OF JUSTICE	109010				Check Total		28.00
	0100001568	03/05/19	G2841 2/19		February Background Checks	9-27-800-310-230000-019-000000-2	28.00
					Check Total		28.00
					Vendor Total		28.00

Check Date 03/01/19 - 03/31/19

## Vendor Detail Report

FMVEN10A

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
WILLEMS LANDSCAPE SERVICE INC	0100001579	03/12/19	35964 & 36020		Snow Removal & Salting Parking Lot	9-10-100-323-253000-019-000000-2	2,800.00
					Check Total		2,800.00
WISCONSIN PUBLIC SERVICE		109151			Vendor Total		2,800.00
	0100001569	03/05/19	2616028690-00000		Syble Hopp Gas Usage	9-10-100-331-253300-019-000000-2	3,815.50
	0100001569	03/05/19	2616028690-00000		Syble Hopp Electric Usage	9-10-100-336-253300-019-000000-2	4,248.52
	0100001569	03/05/19	2616028690-00000		Duplex Utilities	9-27-100-999-158000-019-000000-2	175.63
	0100001569	03/05/19	2616028690-00000		Garage Utilities	9-10-100-336-253300-019-000000-2	86.72
					Check Total		8,326.37
WRIGHTSTOWN SCHOOL DISTRICT		109266			Vendor Total		8,326.37
	0100001570	03/05/19	462		Substitute for L Buechler 2/25/19	9-27-101-382-436000-019-000000-2	56.00
					Check Total		56.00
					Vendor Total		56.00
					Grand Total		108,973.68

## Syble Hopp Balance Sheet as of February 28, 2019

ACCOUNT DESCRIPTION	02/28/19
<b>GENERAL FUND</b>	
CASH	6,851,733.81
PREPAID EXPENSES	106.65
<b>TOTAL ASSETS</b>	<b>6,851,840.46</b>
ACCOUNTS PAYABLE	13,908.94
<b>TOTAL LIABILITIES</b>	<b>13,908.94</b>
EQUITY ACCOUNT	6,837,931.52
<b>TOTAL FUND BALANCE</b>	<b>6,837,931.52</b>
<b>SPECIAL EDUCATION FUND</b>	
CASH ACCOUNT	(1,996,466.04)
<b>TOTAL ASSETS</b>	<b>(1,996,466.04)</b>
PAYABLE ACCOUNT	36,426.90
<b>TOTAL LIABILITIES</b>	<b>36,426.90</b>
EQUITY ACCOUNT	(2,032,892.94)
<b>TOTAL FUND BALANCE</b>	<b>(2,032,892.94)</b>
<b>FOOD SERVICE FUND</b>	
CASH	8,132.09
<b>TOTAL ASSETS</b>	<b>8,132.09</b>
ACCOUNTS PAYABLE	4,444.50
<b>TOTAL LIABILITIES</b>	<b>4,444.50</b>
EQUITY ACCOUNT	3,687.59
<b>TOTAL FUND BALANCE</b>	<b>3,687.59</b>

# Support Information #7

## Syble Hopp Revenue Summary for the Month Ended February 28, 2019

2018-2019					COMMENTS
DESCRIPTION	Amended Budget	Actual Amount	Remaining Budget		
GENERAL FUND					
PAYMENT IN LEAU OF TAXES	3,026,614.00	3,026,614.00	-	Budgeted tax revenue was amended to reflect the increase in Casualty Insurance.	
INTEREST	32,000.00	19,228.52	12,771.48	January and February Interest has not been allocated by the County.	
RENT (DUPLEX)	9,000.00	6,000.00	3,000.00		
MEDICAID MAC REIMBURSEMENT	15,000.00	-	15,000.00		
SECURITY GRANT	-	11,158.55	(11,158.55)	Grant revenue was received for installation of cameras.	
MISCELLANEOUS	21,000.00	864.12	20,135.88		
TOTAL GENERAL FUND	3,103,614.00	3,063,865.19	39,748.81		
SPECIAL REVENUE FUND					
STUDENT FEES	2,500.00	2,114.35	385.65		
SOAR STUDENT REGISTRATIONS	31,250.00	16,270.00	14,980.00		
EC GRANT \$'S FROM DISTRICTS	35,060.00	-	35,060.00		
DISTRICT PAYMENT FROM IDEA FUNDS	181,000.00	-	181,000.00		
TUITION-SCH DISTRICT(OUT OF COUNTY)	280,900.00	260,102.24	20,797.76		
TRANSIT OF STATE AIDE (CESA)	5,700.00	2,331.18	3,368.82		
CESA 7 - REIMB SUBS	3,500.00	-	3,500.00	Four payments for special education aid has been received.	
HANDICAPPED AID FROM STATE	1,417,000.00	816,604.00	600,396.00		
GENERAL STATE AID	1,500,000.00	-	1,500,000.00		
HIGH COST KIDS (STATE AND FEDERAL)	6,000.00	-	6,000.00		
MEDICAID REIMBURSEMENT	255,000.00	88,265.86	166,734.14		
TOTAL SPECIAL REVENUE FUND	3,717,910.00	1,185,687.63	2,532,222.37		
FOOD SERVICE FUND					
STUDENT LUNCH	33,000.00	20,653.16	12,346.84		
ADULT LUNCH	1,200.00	252.85	947.15		
FOOD SER/STATE AID	1,000.00	-	1,000.00		
FOOD SERVICE/FED AID	27,380.00	15,135.34	12,244.66		
FED AID/COMMODITIES	6,000.00	-	6,000.00		
TOTAL FOOD SERVICE REVENUE FUND	68,580.00	36,041.35	32,538.65		

# Syble Hopp Expenditures Summary for the Month Ended February 28, 2019 - Unaudited

DESCRIPTION	2018-2019 BUDGET		BUDGET AS OF 02/28/2019		Actual Amount		TOTAL BUDGET REMAINING		VARIANCE TO BUDGET AS OF 2/28/2019		COMMENTS
	BUDGET	2018-2019	BUDGET	02/28/2019	BUDGET	02/28/2019	BUDGET	02/28/2019	BUDGET	02/28/2019	
<b>GENERAL FUND</b>											
LIBRARY MEDIA RESOURCES	215.00		215.00	191.11	67.64		147.36	123.47			Alto and Frontline agreements were paid in July.
FISCAL/FINANCE	167,205.00		167,205.00	109,326.35	114,615.86		52,589.14	(5,289.51)			Annual maintenance agreements were paid in July. In addition cleaning supplies for the school year were also purchased. The flooring projects were completed during the summer. Due to lifting tiles, a classroom that was not budgeted also needed to have flooring replaced. In addition, a water heater needed to be replaced that was not budgeted.
BUILDING OPERATION	268,363.00		268,363.00	177,548.67	197,451.03		70,911.97	(19,902.36)			Costs include the storage cage and classroom dry erase boards. The door lock system was completed in September which included one more door than budgeted. Medicine cabinets came in September and desks were purchased for the OT/PT staff. The asphalt seat and repair work was paid for in October.
DUPLEX	900.00		900.00	600.00	319.48		580.52	280.52			Excess expenditures are related to the Security Grant to purchase cameras for the inside and outside of the building. The cost will be offset by grant revenue. Much of the budget for IT wages was spent in July and August to complete the camera project and set up computers for school. Additional keyboards and mounts for new PCs were purchased.
FACILITIES ACQUISITION/REMODELING	57,347.00		57,347.00	38,231.33	46,147.67		11,199.33	(7,916.34)			The budget includes an amendment of \$18,127 for Casualty increases.
TELEPHONE	2,800.00		2,800.00	1,866.67	1,649.87		1,150.13	216.80			
TECHNOLOGY	21,827.00		21,827.00	14,551.33	30,055.38		(8,228.38)	(15,504.05)			
INSURANCE AND JUDGMENTS	77,846.00		77,846.00	51,897.33	42,037.82		35,808.18	9,859.51			
COUNTY IDC AND TECH SERVICES	75,112.00		75,112.00	50,074.67	46,456.93		28,655.07	3,617.74			
TOTAL GENERAL FUND	671,615.00		671,615.00	444,287.46	478,801.68		192,813.32	(34,514.22)			
<b>SPECIAL REVENUE</b>											
EARLY CHILDHOOD	392,063.00		392,063.00	196,031.50	186,423.14		205,639.86	9,608.36			
SPEECH/LANGUAGE	464,380.00		464,380.00	232,190.00	221,959.09		242,420.91	10,230.91			Savings recognized in insurance selections. Savings recognized due to employees on leave and resignation of a teacher one week prior to school starting.
INTELLECTUAL DISABILITIES	2,033,074.00		2,033,074.00	1,016,537.00	990,253.33		1,042,820.67	26,283.67			



# Syble Hopp Expenditures Summary for the Month Ended February 28, 2019 - Unaudited

DESCRIPTION	2018-2019 BUDGET	BUDGET AS OF 02/28/2019	Actual Amount	TOTAL BUDGET REMAINING	VARIANCE TO BUDGET AS OF 2/28/2019	COMMENTS
RETIREE INSURANCE	35,000.00	23,333.33	4,039.20	30,960.80	19,294.13	
EC INSTRUCTIONAL AIDES	73,185.00	41,820.00	37,776.53	35,408.47	4,043.47	
ID INSTRUCTIONAL AIDES	1,125,373.00	562,686.50	552,107.85	573,265.15	10,578.65	An instructional aide position was vacant for the start of the year. In addition, savings were recognized in insurance selections.
ID SUB TEACHERS/AIDES	58,131.00	38,754.00	75,299.01	(17,168.01)	(36,545.01)	Additional substitutes have been required due to leaves and vacancies. Saving recognized in ID Teachers and Aides.
EC SUB TEACHERS/AIDES	3,876.00	2,594.00	15,238.79	(11,362.79)	(12,654.79)	Additional substitutes required due to leave. Savings will be recognized in Early Childhood teacher budget.
SPECIALTY TEACHERS	166,506.00	83,253.00	83,804.40	82,701.60	(551.40)	Overnight stays at the duplex are trending more than budgeted.
DIRECTION OF SOCIAL WORK	74,369.00	37,184.50	36,698.49	37,670.51	486.01	
NURSING	81,350.00	40,675.00	39,559.26	41,790.74	1,115.74	
OCCUPATIONAL THERAPY	293,357.00	146,678.50	140,993.53	152,363.47	5,684.97	Savings recognized in insurance selections.
PHYSICAL THERAPY	81,903.00	40,951.50	41,059.13	40,843.87	(107.63)	
EXCEPTIONAL ED (SUPV & COORD)	272,119.00	177,923.96	172,170.69	99,948.31	5,753.27	
GENERAL ADMINISTRATION	10,115.00	6,743.33	8,360.00	1,755.00	(1,616.67)	WASBO dues and Audit Fees have been paid.
OFFICE OF THE SUPERINTENDENT	165,285.00	108,070.96	106,704.37	58,580.63	1,366.59	
VEHICLE REPAIR AND FUEL	10,000.00	6,666.67	3,432.09	6,567.91	3,234.57	
						Denmark is transporting the EC students due to the small number of students, so there will be less costs for Lamers. Savings have been recognized in bus aides.
TRANSPORTATION AND BUS AIDES	759,934.00	457,811.93	418,637.49	341,296.51	39,174.44	
UNEMPLOYMENT	10,014.00	6,676.00	2,352.75	7,661.25	4,323.25	
CESA AND DISTRICT SERVICES	25,344.00	25,344.00	23,331.74	2,012.26	2,012.26	
CAMP SOAR	73,022.00	48,681.33	41,257.69	31,764.31	7,423.64	The costs include two sessions of SOAR.
TRANSIT OF AID TO DISTRICTS	66,000.00	19,800.00	17,122.00	48,878.00	2,678.00	The first two categorical aid payment have been transitted to the districts.
TOTAL SPECIAL REVENUE FUND	6,274,400.00	3,320,397.02	3,218,580.57	3,055,819.43	101,816.43	
<b>FOOD SERVICES</b>						
DIRECTOR OF FOOD SERVICES	62,080.00	41,386.67	40,696.69	21,383.31	689.98	
FOOD - LUNCH PROG	500.00	333.33	-	500.00	333.33	
FOOD - COMMODITY	6,000.00	4,000.00	-	6,000.00	4,000.00	
TOTAL FOOD SERVICE FUND	68,580.00	45,720.00	40,896.69	27,883.31	5,023.31	

April 8, 2019

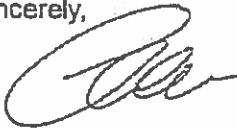
Brown County Children with Disabilities Education Board  
Syble Hopp School  
755 Scheuring Road  
DePere, WI 54115

Dear Board,

I am writing to inform you of my decision to resign from my position at Wrightstown Elementary School effective at the end of my school year contract. My family and I have made the decision it would be best for me to look for a position closer to home.

I would like to thank the Brown County Children with Disabilities Education Board for this opportunity over the past school year. It has been a highly rewarding experience for me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Andrew Hall', with a large, stylized initial 'A'.

Andrew Hall

**PORT & RESOURCE RECOVERY DEPARTMENT**



2561 SOUTH BROADWAY  
GREEN BAY, WI 54304

PHONE: (920) 492-4950 | FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

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**MINUTES OF THE BROWN COUNTY HARBOR COMMISSION**

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A meeting was held on **Monday, February 11th, 2019**  
at the Resource Recovery Facility, 2561 S Broadway, Green Bay, WI 54304

1) Call to Order:

The meeting was officially called to order by President Tom Klimek at 10:34 am.

2) Roll Call:

Present: President Tom Klimek  
Vice President Bryan Hyska  
Commissioner Ron Antonneau  
Commissioner Pete Diemer  
Commissioner Tim Feldhausen  
Commissioner Hank Wallace

Excused: Commissioner Wes Kornowske  
Commissioner Bernie Erickson  
Commissioner Mike Vizer

Also Present: Dean Haen, Brown County P&RR  
Mark Walter, Brown County P&RR  
Chad Doverspike, Brown County P&RR  
Samantha Jerome, Brown County P&RR  
Holly Bellmund, GLC Minerals  
Mike Lefebvre, Interested Party

3) Approval/Modification – Meeting Agenda

A motion to approve the Agenda was made by Ron Antonneau and seconded by Bryan Hyska. Unanimously approved.

4) Approval/Modification – Minutes of January 14 Meeting

A motion to approve the minutes of the January 14, 2019 meeting was made by Hank Wallace and seconded by Tim Feldhausen. Unanimously approved.

5) Announcements/Communications

Dean Haen stated that he had no announcements.

6) 2018 Port Annual Report

Mr. Haen stated that the 2018 shipping season resulted in the Port being open the longest than it has been in over 30 years and maybe in its history and that tonnage exceeded 2 million tons. Ship totals went up. The percentage of petroleum products moving in and out of the Port continues to grow significantly; coal and limestone have also seen growth. Salt has not grown from the past year due to the Canadian salt mine strike even though the region has the need for more salt.

Harbor dredging fund increased due to the project in Sturgeon Bay resulting in dredge material being brought in. Harbor fees also showed a minor increase. In terms of expenses, personnel costs were a little higher due to a pension adjustment. Operating expenses were a little under budget.

The Port's 2018 season goals that were completed include:

- Conducting a new Economic Impact Study
- Establishing oversize and overweight corridors in and out of the Port on the north and south ends
- Leasing all of the Bylsby property for Port-related purposes

2018 Goals still in progress include:

- Beneficial reuse of Bay Port Topsoil
- Advancement of Renard Island End-Use plans
- Pursue acquisition or involvement in the future of WE Energies Pulliam Plant
- Research potential barge containers to and from Cleveland's Northern Europe Liner Service and Muskegon's Proposed Container Service
- Work towards making the Port of Green Bay a regular destination for cruise ships

All of these items continue to be goals for the Port for the year of 2019, including participating and assisting with the 2019 Tall Ships Festival.

Tim Feldhausen mentioned that it would be beneficial for the Port to take the new mayor on a tour to show them the dock walls that need to be fixed in order to dock cruise ships and tall ships to gain exposure, tourism, income and a point of pride for both the Port and the City of Green Bay.

Bryan Hyska asked if water levels are tied to the total tonnage and amount of ships that are brought in. Mr. Haen answered that higher water levels allow for more tonnage to come in to the Port; roughly 100 more tons can be brought in for every extra inch of water available.

**A motion to approve the 2018 Port Annual Report with modifications was made by Tim Feldhausen and seconded by Ron Antonneau. Unanimously approved.**

7) WisDOT Harbor Assistance Program Resolution and Statement of Intentions

Mr. Haen stated that every year the Port's terminal operators are asked if there are any projects which they wish to have funded using Harbor Assistance Program grants. Projects are to be 80 percent funded by the state and 20 percent locally funded. Federal projects are split 50/50.

There are three new project additions from U.S. Venture. They wish to purchase an ice class vessel and have the Coast Guard approve operating year-round. They also want to upgrade their east-side facility and make it operational as well as add a railroad terminal to their west-side facility. The final draft of the resolution will need Corporation Counsel approval.

**A motion to approve the WisDOT Harbor Assistance Program Resolution and Statement of Intentions with modifications was made by Bryan Hyska and seconded by Ron Antonneau. Unanimously approved.**

8) FTZ Subzone E Resolution and Operating Agreement

Mr. Haen explained that ProAmpac's intentions are to apply for an FTZ Subzone which would become Subzone E. Their plan is to bring in foreign aluminum, store it without paying duty up front and then send to production where the tariffs can be reduced or deferred.

The Foreign Trade Zone Board will take 180 days to complete the resolution.

Mr. Haen also explained that an operating agreement between ProAmpac and Brown County will be needed. The final draft of the resolution and operating agreement will need Corporation Counsel approval.

**A motion to approve the FTZ Subzone E Resolution and Operating Agreement was made by Hank Wallace and seconded by Tim Feldhausen. Unanimously approved.**

9) Port Opportunity Study Project Scope

Mr. Haen reviewed a scope of work prepared by the Brown County Planning Department to examine the WE Energies' property and determine the highest and best use of the Pulliam Power Plant land.

Mark Walter noted that this project is done within the MPO budget of the planning department so there is no cost to the Port of Green Bay.

10) Tallship Sponsorship Agreement

Mr. Haen stated that the 2019 Tall Ships Sponsorship Agreement was signed and ended up being negotiated at \$3,500 paid as well as \$1,500 for in-kind services. The sponsorship includes a booth along the boardwalk. The Port is looking for suggestions of things to do at the booth and on the boardwalk to promote the Port.

11) Director's Report

Mr. Haen explained that the Cellcom Marathon has grown to the point that it is now recognized by the U.S. Coast Guard. Commercial traffic will have to avoid the Main Street Bridge at that time.

The Port has also gotten notice that Victory Cruise Lines has been purchased by American Steamship and they have taken the western Great Lakes, including the Port of Green Bay's cruises (about eight or nine total) off of their itinerary. Mr. Haen mentioned that the Port is working with the Greater Green Bay Chamber and Visitor's Bureau to do some additional advertising in hopes to interest other cruise lines to make the Port a destination for cruise ships.

Two Port-related meetings will take place in Green Bay in August including the Wisconsin Commercial Ports Association meeting as well as the American Great Lakes Ports Association meeting. Dates for the meetings are not yet set.

Speakers for this year's Port Symposium are set and include Congressman Mike Gallagher, Harbor Commission President Tom Klimek, County Executive Troy Streckenbach, WisDOT Secretary Craig Thompson, and James Weakley of the Lake Carrier's Association as well as presentations on the 2017 Economic Impact Study, Remote Bridge Operations, and the 2019 Tall Ships Festival.

12) Acknowledgement of Bills

**A motion to acknowledge the payment of bills was made by Ron Antonneau and seconded by Bryan Hyska. Unanimously approved.**

13) Tonnage Report

**A motion to approve the Tonnage Report was made by Hank Wallace and seconded by Ron Antonneau. Unanimously approved.**

14) Such Other Matters as Authorized by Law – Update

**The next meeting is scheduled for March 19 prior to the Port Symposium.**

15) Adjourn

**A motion to adjourn the Harbor Commission meeting at 11:47 am was made by Tim Feldhausen and seconded by Hank Wallace. Unanimously approved.**

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Tom Klimek, President  
Harbor Commission

Dean R. Haen, Director  
Port & Resource Recovery Department

**Minutes**  
**BROWN COUNTY PLANNING COMMISSION**  
**BOARD OF DIRECTORS**  
**Wednesday, February 6, 2019**  
**Green Bay Metro Transportation Center**  
**901 University Avenue, Commission Room**  
**Green Bay, 54302**  
**6:30 p.m.**

**ROLL CALL:**

Paul Blindauer	<u>X</u>	Kathleen Janssen	<u>Exc</u>	Terry Schaeuble	<u>Exc</u>
Brian Brock	<u>X</u>	Dotty Juengst	<u>Exc</u>	Glen Severson	<u>X</u>
Norbert Dantine, Jr.	<u>X</u>	Dave Kaster	<u>X</u>	Ray Suennen	<u>X</u>
Bernie Erickson	<u>X</u>	Michelle Kerr	<u>X</u>	Norbert Van De Hei	<u>X</u>
Kim Flom	<u>X</u>	Patty Kiewiz	<u>X</u>	Jason Ward	<u>X</u>
Steve Grenier	<u>X</u>	Dave Landwehr	<u>X</u>	Matthew Woicek	<u>Exc</u>
Mark Handeland	<u>Exc</u>	Aaron Linssen	<u>X</u>	Reed Woodward	<u>Exc</u>
Matthew Harris	<u>X</u>	Michael Malcheski	<u>X</u>		
Frederick Heitl	<u>Exc</u>	Austin Miloszewicz	<u>Exc</u>		
Phil Hilgenberg	<u>X</u>	Gary Pahl	<u>X</u>		
				City of Green Bay (Vacant)	

**Others Present:** Chuck Lamine, Cole Runge, Lisa Conard, Dan Teaters, Devin Yoder, and Kathy Meyer.

1. Welcome County Board Supervisor, Dave Landwehr to Brown County Planning Commission Board of Directors.

C. Lamine welcomed Dave Landwehr to the Board. D. Landwehr is the rural county board appointee.

2. Approval of the minutes of the December 5, 2018 regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by D. Kaster and seconded by B. Erickson to approve the minutes of the December 5, 2018 regular meeting of the Brown County Planning Commission Board of Directors. Motion carried unanimously.

3. Federal BUILD Grant Award for the State Highway 29/County Highway VV Interchange Project.

C. Lamine recognized and thanked C. Runge for his coordination work with WisDOT, Village of Hobart, and Village of Howard and for writing and receiving the BUILD Grant award for the construction of an interchange at STH 29 and CTH VV of \$19,757,899. C. Lamine stated that this is the largest competitive grant that has ever been awarded in Brown County.

C. Runge reviewed and discussion occurred on the proposed project.

Board members thanked C. Runge for a great job well done. C. Runge stated that he appreciates the kudos, but acknowledged that it was a team effort.

4. **Public Hearing:** Draft Major Amendment #1 to the 2019-2023 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.

L. Conard provided an overview of the Draft Major Amendment #1 to the 2019-2023 TIP via PowerPoint.

L. Conard opened up the hearing for comment.

L. Conard asked three times if anyone wished to speak. Hearing no comment, L. Conard closed the public hearing.

5. Discussion and action on the Draft Major Amendment #1 to the 2019-2023 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.

L. Conard stated that staff fulfilled all of the public participation requirements including the public hearing held earlier this evening. No comments from the public were received and staff recommends approval of the amendment.

D. Kaster asked if local municipalities and/or railroads ever pay for improvements at rail crossings. L. Conard stated that the Danz Avenue rail crossing project included in the amendment will be paid for with federal funds passed through to WisDOT. B. Brock confirmed that these are federal dollars for railroad crossing signals to improve safety and that this is normal.

L. Conard stated this type of award has been made for other crossings in the area; however, Brown County does not receive an allocation each year.

L. Conard stated that she is unaware of any locally-funded rail crossing improvements. However, if there were, they would not be subject to being included in the TIP.

S. Grenier added that local municipalities and railroads have paid for improvements in the past, but funding for these improvements is limited.

A motion was made by G. Pahl and seconded by K. Flom to approve the Draft Major Amendment #1 to the 2019-2023 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area. Motion carried unanimously.

6. Tour of a Green Bay Metro new 35' New Flyer Clean Diesel Bus.

Board members toured one of the new 35' New Flyer Clean Diesel Buses. L. Conard noted that Green Bay Metro took delivery of five of those buses last fall; four of those five were funded through the Surface Transportation Block Grant (STBG) Program, which is money the BCPC Board of Directors administers. The Green Bay MPO was the first MPO in the state to approve the use of STBG funds to purchase buses.

7. All Hazard Mitigation Plan Update.

D. Teaters stated staff has kicked off the update to the Brown County All Hazard Mitigation Plan. It's a five-year plan, the last update was done in 2012, and staff intended to complete the latest plan update in 2018; however, funding was delayed through the federal government. In working with Emergency Management we were able to determine that the funds were



actually released toward the end of 2018. As a result, staff received approval from FEMA to push the project to 2019.

D. Teaters provided a quick overview of the All Hazard Mitigation Plan and its importance. It keeps us in compliance with the Disaster Mitigation Act of 2000 and helps the County identify and evaluate potential hazards. The requirements through the Disaster Mitigation Act of 2000 are to identify the natural hazards. Completion and approval of the Plan keeps the County eligible for disaster relief funding as well as for funding to help implement some of the mitigation recommendations that are provided within the plan itself.

D. Teaters stated there are two committees:

- Steering Committee – Local officials, highway and public health departments, specific agencies that Emergency Management has selected, businesses and nonprofits. This committee is tasked with providing input throughout the planning process, guiding the planning process itself, reviewing and commenting on the draft chapters as they are completed and advocating for approval at the county level.
- Planning Committee – Brown County employees, with representation from Planning Commission, Zoning, Land Information, Emergency Management and other relevant county departments. This committee is tasked with updating the plan and its policies. The four-phase development process is 1) start-up; 2) assessment of the risk; 3) development of the mitigation plan; and 4) implementation.

#### 8. Director's Report.

C. Lamine recognized K. Meyer for pulling the agenda packet together and getting it out in the mail early due to the severe weather we were experiencing.

D. Yoder provided a demonstration of the public outreach process for the Brown County Comprehensive Plan Update. D. Yoder displayed the website and the page where all of the surveys are located. There is a survey for each element for the comprehensive plan. Based on prior comments from the BCPC Board, staff has added an acknowledgement of when feedback has been saved in the system.

A motion was made by S. Grenier and seconded by P. Kiewiz to accept the Director's report. Motion carried.

#### 9. Brown County Planning Commission staff updates on work activities during the months of December and January 2019.

Brown County Planning Commission staff updates on work activities for the months of December and January were reviewed.

A motion was made by B. Erickson and seconded by J. Ward to accept the staff activity reports. Motion carried.

#### 10. Other matters.

G. Pahl asked if the Southern Bridge was eligible for the BUILD Grant. C. Lamine stated when we first started looking at this grant we looked to see if we could do it for the Southern Bridge project. We needed to be further along on the environmental review process to be eligible for the grant.

11. Adjourn.

A motion was made by G. Pahl and seconded by G. Severson to adjourn. Motion carried.

The meeting adjourned at 7:25 p.m.

**STAFF REPORT  
TO THE  
BROWN COUNTY PLANNING COMMISSION  
February 6, 2018**

**December 2018 & January 2019 Staff Activity Reports**

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**The recent major planning activities of Chuck Lamine, Planning Director:**

- Coordinated and attended the Brown County Planning Commission meeting December 5, 2018.
- Attended Economic Development Committee Department Head meeting with County Executive.
- STEM Innovation Center Building Project Management:
  - Several meetings with County Executive and various County representatives regarding development of the Brown County Research and Business Park and the STEM Innovation Center Building.
  - Attended weekly Construction Progress Meetings with construction and architecture representatives.
  - Reviewed contractor supplier specifications with architect and Brown County Facilities staff.
  - Reviewed project change order requests.
  - Attended Commissioning kick off meeting.
- CDBG Housing program:
  - Assisted the Senior Planner – Housing with 2017 grant administration for State CDBG Housing Rehabilitation program.
  - Assisted Senior Planner - Housing with project coordination.
  - Initiated recruitment for vacant Planner I Housing position.
- Coordinated with Senior Land Use Planner regarding Sewer Service Area Plan questions and Environmentally Sensitive Area (ESA) protection.
- Attended several coordinating meetings to discuss implementation of the new land records computer system (LandNav) with PALS, Technical Services, and Treasurer's Office staff.
- Personnel:
  - Reviewed class and compensation study results
- Coordinated a Brown County Revolving Loan closing for Zambaldi Brewery in the Village of Allouez.
- Coordinated and led Planning and PALS Managers staff meetings.
- Brown County Housing Authority (BCHA)
  - Met with City of Green Bay Planning staff regarding Brown County Housing Authority (BCHA) staffing.
  - Reviewed budget
  - Reviewed staffing needs
  - Prepared conflict of Interest waiver request for HUD.
  - Attended two meetings of the BCHA
  - Promoted Adam Kofoed to the Housing Administrator position.
- Coordinated with Senior Planner and Corporation Counsel regarding Open Records Request.
- Attended County Executive 2019 Budget presentation at the Museum.
- Attended and Chaired the Green Bay/Brown County Professional Football Stadium District meeting December 10.

- Attended and presented the BCHA resolution to the PD&T and Executive Committee meeting as well as the County Board on December 19, 2018.
- Participated in a conference call with the County Executive, County Principal Planner, and other Brown County staff to discuss Brown County being awarded the funding requested through the federal Better Utilizing Investments to Leverage Development (BUILD) grant program for an interchange at STH 29 and County Highway VV in the Villages of Hobart and Howard. The BUILD grant award was approximately \$19.8 million.
- Participated in a BUILD project kick-off meeting with the Principal Planner, other Brown County staff, and representatives of WisDOT, Ayres Associates, and FHWA.
- Met with the Brown County Port and Solid Waste Department Director and BCPC staff to discuss the Port Opportunity Study's project scope.
- Attended All Hazards Mitigation Plan kick off meeting.

**The recent major planning activities of Cole Runge, Principal Transportation Planner:**

- Participated in a conference call with the County Executive, County Planning Director, and other Brown County staff to discuss Brown County being awarded the funding requested through the federal Better Utilizing Investments to Leverage Development (BUILD) grant program for an interchange at STH 29 and County Highway VV in the Villages of Hobart and Howard. The BUILD grant award was approximately \$19.8 million.
- Participated in a national BUILD grant award recipient informational webinar with representatives of Brown County, WisDOT, WisDOT's consulting firm for the BUILD project (Ayres Associates), and the Federal Highway Administration (FHWA).
- Participated in a BUILD project kick-off meeting with the County Planning Director, other Brown County staff, and representatives of WisDOT, Ayres Associates, and FHWA.
- Corresponded with WisDOT and FHWA representatives regarding administrative responsibilities for the BUILD grant.
- Corresponded with the Hobart Village Administrator regarding the village formally identifying its preference for the location of a street connection between the new STH 29/County Highway VV interchange and North Overland Road.
- Compiled information about the BUILD grant and the interchange project for the Brown County Board's Planning, Development, and Transportation Committee.
- Facilitated a meeting with BCPC staff to determine the format and public outreach schedule for the Brown County Comprehensive Plan Update.
- Worked with BCPC staff to develop survey prompts for the Brown County Comprehensive Plan Update's online public outreach effort.
- Participated in two monthly call-in meetings with representatives of the City of Green Bay, Green Bay Area Public School District, Wello (formerly Live54218), and the project consultant for the Green Bay Area Public School District/City of Green Bay Safe Routes to School - Bicycle and Pedestrian Plan.
- Verified the accuracy of the bicycling Level of Traffic Stress (LTS) analysis performed by the consultant for the Green Bay Area Public School District/City of Green Bay Safe Routes to School - Bicycle and Pedestrian Plan. Also prepared and submitted comments via an online shared mapping application.
- Met with other members of the Green Bay Area Public School District/City of Green Bay Safe Routes to School - Bicycle and Pedestrian Plan's core team to discuss the LTS analysis with one of the project's sub-consultants.
- Presented a scope of services and other information for the development of the Village of Hobart Pedestrian and Bicycle Master Plan to the Hobart Community Development

Authority (CDA). Also answered questions from the CDA members about the scope of services.

- Corresponded with the Hobart Village Administrator about holding a kick-off meeting for the Hobart Pedestrian and Bicycle Master Plan. Also scheduled the kick-off meeting and facilitated the meeting with the County Senior Local Assistance Planner.
- Prepared for and participated in a conference call with the City of De Pere's Parking and Traffic Team to discuss school crossing guard placement in the city.
- Reviewed and submitted comments to WisDOT about WisDOT's draft revisions to the Memorandum of Understanding (MOU) between WisDOT and the Green Bay, Fox Valley, and Sheboygan MPOs for the Northeast Wisconsin Region Travel Demand Model. Also discussed my comments with a representative of WisDOT's Travel Demand Forecasting Division (**This activity addresses a 2018 TMA Certification Review recommendation**).
- Developed information for the December meeting of the Brown County Transportation Coordinating Committee (TCC) and sent the information to the TCC members. Also chaired the TCC meeting, presented the Draft 2019 Brown County Section 85.21 Program Application/Plan to the committee, and answered questions from committee members.
- Completed the Final 2019 Brown County Section 85.21 Program Application/Plan and submitted it to WisDOT for final approval. The application/plan was approved by WisDOT shortly after it was submitted.
- Reviewed the 2019 Section 85.21 Program contract between Brown County and WisDOT. Also obtained the Brown County signature necessary to execute the contract and submitted the contract to WisDOT.
- Collected and recorded ridership and financial data from the current Brown County Section 85.21 Program funding recipients for November and December. Also collected reimbursement requests from the recipients for November and December and forwarded them to the PALS Administrative Coordinator for processing.
- Began to develop the Section 85.21 Program's annual financial report for 2018.
- Developed the Section 85.21 Program's ridership report to WisDOT for the fourth quarter of 2018 and submitted it to WisDOT.
- Developed a PowerPoint summary of the 2019 Section 85.21 Program for a presentation to the ADRC of Brown County's Board. Also presented the summary to the ADRC Board and answered questions from ADRC Board members.
- Participated in two conference calls with the County Planning Director and SRF Consultants regarding the status of FHWA's review of the Preliminary Engineering and Operations Review (PEOR) for the Southern Bridge EIS's Interstate Access Justification Report.
- Participated in a meeting and a conference call with the County Planning Director and WisDOT Northeast Region staff to discuss the status of the PEOR review and next steps in the review process.
- Participated in three meetings with representatives of the Oneida Nation and the Greater Green Bay Area Chamber of Commerce to discuss the status of the Southern Bridge project. (**This activity addresses a 2018 TMA Certification Review recommendation**).
- Met with representatives of the Oneida Nation and WisDOT Northeast Region Office to discuss the possible development of a multiuse trail near West Mason Street within the reservation boundary in the City of Green Bay. (**This activity addresses a 2018 TMA Certification Review recommendation**).
- Continued to update the EIS's Project Purpose and Need section as well as other sections of the EIS.

- Prepared for and participated in a meeting with the Mobility Manager for Brown County, Green Bay Metro Director, and Senior Transportation Planner regarding the status of the 2018 Specialized Transportation Travel Voucher Pilot Project.
- Reviewed and commented on the Draft Green Bay Metro Public Participation Plan Update.
- Facilitated a BCPC staff meeting to discuss the 2019 Port Opportunity Study that will be completed by the MPO. **(This activity addresses a 2018 TMA Certification Review recommendation).**
- Met with the Brown County Port and Solid Waste Department Director and BCPC staff to discuss the Port Opportunity Study's project scope. Following this meeting, I facilitated a meeting with BCPC staff to discuss the scope's components. **(This activity addresses a 2018 TMA Certification Review recommendation).**
- Reviewed video footage and traffic count data for a pedestrian crossing study at and near the Webster Avenue/STH 172 interchange in Allouez. Also sent the video footage and count data to Allouez staff to review and discussed the counts and next steps with the Allouez Public Works Department Director.
- Participated in a meeting with the County Planning Director, County Public Works Department Director, County Sheriff's Department Traffic Division Captain, and WisDOT staff to discuss the 2018 Brown County Roadway Safety Plan.
- Completed annual performance evaluations for MPO staff. Also met with MPO staff to discuss the evaluations.
- Worked on the MPO's report and reimbursement request to WisDOT for the fourth quarter of 2018.
- Participated in a quarterly MPO Directors Meeting (via teleconference).

**The recent major planning activities of Lisa Conard, Senior Transportation Planner:**

- Updated the *Draft Green Bay Metro's Public Participation Policy* document for Transit Commission consideration. Approved on January 16.
- Published the final *2019-2023 Green Bay Metro - Transit Development Plan*.
- Continued work on portions of the upcoming Federal Transit Administration Triennial Review (audit) on behalf of Metro staff. The Triennial Review is one of the Federal Transit Administration's (FTA) management tools for examining grantee performance and adherence to current requirements and policies. An on-site interview will be scheduled for 2019.
- Wrote the *Draft Major Amendment #1 to the 2019-2023 Transportation Improvement Program for the Green Bay Urbanized Area*.
  - Collected information regarding projects to appear in amendment.
  - Scheduled public review and comment period and public hearing.
  - Prepared and issued public participation materials, social media posts, and legal notice.
  - Wrote draft amendment report
  - Developed PowerPoint.
  - Submitted draft document to interested parties, FHWA, FTA, and WisDOT.
- Reviewed WisDOT's newly issued report entitled *TIP Preparation Guide - Guidelines for Developing MPO Transportation Improvement Programs*. WisDOT issued the guidelines to address changes associated with the FAST Act. Wrote new sections that will be added to the new TIP that will be issued in September.
- Began reviewing FHWA project database in an effort identify projects that will be included in the 2018 Annual Listing of Obligated Projects.

- Continued to collaborate with the Brown County Mobility Coordinator regarding new Brown County Voucher Program. Reduced cost travel vouchers are now available to Brown County seniors and those with qualifying disabilities to help offset the cost of private pay rides (taxis and wheelchair accessible vehicles) when other services are not available.
- Worked with Transportation Planner/GIS to create a map showing Green Bay Metro bus routes and bus stops as they serve urban area community gardens (UW-Extension program). Provided additional information to community garden leaders on bus travel training, fares, etc.
- Created gant charts for upcoming 2019 Section 85.21 projects.
- Consulted and/or provided information to Metro staff regarding various service, compliance, and/or other issues.
- Participated in the January 15 meeting of the NE WI Regional Access to Transportation Committee. The purpose of the committee is to address issues relating to transportation for low income populations, seniors, and individuals with disabilities. Emphasis is placed on coordination and funding. Provided Brown County related information for the NEWRAT.org website.
- Participated in the Green Bay Transit Commission meetings on January 16.
- Participated in the Brown County Transportation Coordinating Committee (TCC) meeting on December 3. Recorded and wrote minutes.
- Updated Public Participation mailing list.
- Participated in MPO staff and BCPC staff meetings as necessary.

**The recent major planning activities of Dan Teaters, Senior Planner:**

- Brown County All Hazards Mitigation Plan
  - Held Steering Committee Meeting – 1/17/19
  - Began updating Chapter 1
- Certified Survey Maps (CSMs)
  - Began Review of 9 new CSMs
  - Completed review of 6 CSMs
  - Signed and filed 24 CSMs
  - Cursory review for City of De Pere and City of Green Bay
    - C of De Pere: 0
    - C of Green Bay: 2
- Plats
  - Preliminary Plats
    - Began review of 1 preliminary plats
    - Completed review of 0 preliminary plats
  - Final Plats
    - Began review of 0 final plat
    - Completed review of 0 final plats
  - City Plat Reviews
    - Reviewed 1 plat in the City of Green Bay and 1 plats in the City of De Pere pursuant to Wisconsin Statutes Sec. 236.12(2)(b)
- ESA Amendments
  - Completed 2 ESA Plan Correction
  - Completed 2 Steep Slope Affidavits
  - Uploaded 0 ESA amendments to WDNR SWIMS account
- Sewer Service Area Amendments (SSA)
  - Held a public hearing for the V of Wrightstown Minor SSA Amendment – 1/25/19

- Completed 1 Minor SSA amendment review – V of Wrightstown
- Water Quality Management (WQM) Letter
  - Completed 4 reviews/letters
- Brown County Comprehensive Plan
  - Assisted in the development of the public input survey questions.
- Assisted 52 members of the public or local communities with inquiries related to Farmland Preservation, zoning, natural resources, and/or land division questions.
- Provided additional planning services and ESA related duties, including advice on inquiries related to potential major and minor ESA amendments, identification of ESA violations, and assisting the public regarding allowed and restricted uses within an ESA buffer.
- Attended a webinar – Land Use Enabling Laws. 1/9/19
- Brown County Comprehensive Plan Meetings – 1/10/19, 1/16/19
- Met with UWGB Student and faculty to discuss development of a 9 key elements plan for Wequiock and Mahone creek watersheds.
- Attended PALS staff meeting – 1/24/19

**The recent major planning activities of Devin Yoder, Senior Planner:**

**General Planning/Local Assistance**

- Attended regular BCPC staff meetings.
- Assisted reviewing CSMs for final signature.
- Met with other BCPC staff to organize work for 2019 projects.
- Met with project team to discuss schedule for solar installation on STEM Innovation Center.
- Met with supervisor for annual performance review.
- Completed a Department of Energy Environmental Questionnaire for the STEM Innovation Center solar project.
- Completed quarterly reporting for Energy Innovation Grant (2018 4<sup>th</sup> quarter).
- Coordinated with both Town of New Denmark and Village of Denmark to kickoff comprehensive plan processes in the 1<sup>st</sup> quarter of 2019.

**Brown County Comprehensive Plan**

- Continued to work with other staff on developing the website.
- Researched acquiring and using new design software to create the 2019 comprehensive plan.
- Developed public survey questions with other BCPC staff.
- Developed online public survey for the plan to start collecting feedback at the end of January.
- Updated BCPC website to link to surveys for the comprehensive plan.

**Safe Harbors Study**

- Continued drafting final report.
- Created GIS online map to show public launch inventory.
- Finished drafting and assembling final report, and readied document for final printing.
- Quarterly reporting.
- Discussed the Eagle's Nest property with other BC staff.
- Reached out to Eagle's Nest property owners to inquire about their future plans.



#### **Town of Wrightstown Comp Plan**

- Presented the plan to the Town Board in a public hearing on December 19<sup>th</sup> for adoption.
- Finished outstanding revisions and sent document for printing.
- Printed comprehensive plan for distribution to Town.
- Notified adjacent municipalities and governmental entities of completed plan.

#### **Town of Green Bay Area Development Plan**

- Worked with the Town Planning Commission on draft comp plan amendment and zoning at December 18<sup>th</sup> meeting.
- Revised draft comp plan update and Champion Area Overlay zoning ordinance from meeting input.
- Met with the Town Planning Commission on January 15<sup>th</sup> to review draft comp plan amendment and zoning ordinance changes from December meeting.
- Worked with Town Clerk to coordinate public hearing for February 19<sup>th</sup>, and drafted notice to adjacent municipalities and governmental entities for the public hearing.

#### **Short-term Transportation Planning**

- Met with Village of Hobart staff to begin process of updating the Village Bike and Ped Plan in 2019.
- Developed scope of work to create a port opportunity study for the Brown County Port and Resource Recovery Department.
- Met with WPS staff to learn more about the future of the site of the decommissioned Pulliam Plant site at the mouth of the Fox River.

#### **The recent major planning activities of Todd Mead, Senior Housing Planner:**

- Prepared and ordered one (1) interim site inspection for a Northeastern Wisconsin Community Development Block Grant (CDBG) Housing Loan Program client.
- Prepared and ordered one (1) initial housing quality standards (HQS) inspection for a Brown County Revolving Loan Fund (RLF) Housing Program client.
- Prepared and ordered four (4) initial HQS inspections for CDBG clients.
- Prepared and ordered six (6) final site inspections for CDBG clients.
- Prepared and ordered one (1) final site inspection for a RLF client.
- Prepared and ordered two (2) lead-based paint assessments for CDBG clients.
- Prepared and ordered two (2) asbestos assessments for CDBG clients.
- Prepared and ordered one (1) lead-based paint clearance for a CDBG client.
- Prepared and ordered one (1) lead-based paint clearance for a Brown Co RLF client.
- Met with four (4) CDBG clients and the contractors to prepare them for their future rehabilitation projects.
- Opened one (1) new Brown County RLF application.
- Opened eleven (11) new CDBG applications.
- Denied one (1) CDBG application.
- Prepared and closed seven (7) CDBG Housing Rehabilitation Loans.
- Prepared one (1) Brown County RLF Environmental Review.
- Prepared ten (10) CDBG Environmental Reviews.
- Prepared and corresponded with one (1) bid document to a Brown Co RLF applicant for future rehab project.
- Prepared and corresponded with five (5) bid documents to CDBG applicants for future rehab projects.

- Reviewed and prepared seven (7) mortgage loan satisfactions for existing CDBG clients due to project change orders or payoffs.
- Attended staff meetings.
- Prepared and organized for a monitoring audit visit by Schenck to review our files and financial records.
- Prepared for and finalized both our title and inspection services for our new CDBG grant period.
- Prepared, organized and submitted 4<sup>th</sup> quarterly CDBG reporting to WDOA-DEHCR.
- Prepared for and attended a Kewaunee County Emergency Management outreach meeting to discuss a multi-agency resource center (MARC) community process program and how we can coordinate efforts to help those in need in Northeast Wisconsin.
- Continued to work on new and existing applicant files from Northeastern Wisconsin CDBG counties.
- Continued to work on new and existing applicant files from Brown County RLF Program.
- Continued general outreach and marketing efforts for our RLF and CDBG-Housing Loan Programs.
- Worked, prepared and followed up with yearly RLF and CDBG residency letters.

**The recent major planning activities of Adam Kofoed, Housing Administrator:**

- Constructed the meeting packet and was the staff lead for the January BCHA board meeting.
- Drafted a contract amendment for the BCHA involving project based vouchers with a property management company.
- Conducted a quarterly file review to monitor the BCHA's subcontractor for administering housing vouchers.
- Attended three (3) training sessions with City of Green Bay staff to learn about the day to day duties with the BCHA.
- Attended three (3) meetings in regards to transitioning the Brown County Housing Authority (BCHA) from the City of Green Bay to Brown County.
- Attended one (1) meeting with the BCHA's subcontractor to discuss the January BCHA board meeting.
- Attended two (2) meetings with partnering agencies regarding the BCHA's new Family Unification Program vouchers to establish roles for each agency.
- Contacted and communicated with businesses, tax intercept programs, and federal grant registration organizations to update the BCHA's new address and administrator information.
- Drafted six (6) letters to BCHA clients that have existing repayment agreements with the BCHA to update them about staffing and address changes.
- Completed two (2) repayment agreement with clients who received over payments in the housing voucher program.
- Attended three (3) small claims hearings for clients who received over payments in the housing voucher program.
- Met with Nicolet National Bank to update the BCHA's staff for their existing bank accounts.
- Discussed the possible effects of the government shutdown with BCHA partners.
- Attended one (1) conference call with the National Low Income Housing Coalition to hear about how the government shutdown is affected public housing authorities across the country.
- Opened and reviewed four (4) new CDBG applications.

- Prepared and sent one (1) CDBG Housing Rehabilitation Loan Application.
- Assisted Todd with our State of Wisconsin Department of Administration annual monitoring visit.
- Updated our ownership and rental applications to reflect changes requested by the State of Wisconsin.
- Maintained new and existing applicant files from Northeastern Wisconsin CDBG counties.
- Continued general outreach and marketing efforts for our RLF and CDBG-Housing Loan Programs.

**The recent major planning activities of Jeff DuMez, GIS/Land Records Coordinator:**

- Continued to assisting Public Safety Communications (PSC) with the 911 Computer Aided Dispatch project, addressing & street issues, and other tasks. Ran several "refreshes" to update information in the new system for testing purposes.
- Uploaded ward data to the Wisconsin Legislative Technology Bureau.
- Organized and held a Land Information Council meeting on January 16, primarily to review and approve the 3-year Land Information Plan
- Attended the Planning Development & Transportation committee meeting on January 29 to get approval on the 3-year Land Information Plan
- Continued to participate in the Land Records System upgrade project. Participated in meetings as needed.
- Met with Tech Services and other staff to determine a strategy for scanning the remaining PALS permits and other documents to digital storage.
- Attended an "Acceptable Loss" meeting with Tech Services and others on that committee on January 22.
- Attended the "Indirect Cost Plan Seminar" on January 24.
- Assisted with planning for the PALS office space (new cubicles, storage space, etc).
- Made hundreds of edits to the GIS database (addresses, streets, fire/police areas, etc)
- Assisted Tech Services with a security certificate issue with the online GIS mapping apps.
- Assisted the planners with the county comprehensive planning effort.
- Provided GIS information for various county departments as needed including Parks, District Attorney, Administration, Health, Port, and Airport.
- Provided GIS data or other services for private businesses, local governments, state and federal agencies.
- Assisted many other people with miscellaneous service, data, and training requests.
- Attended staff meetings as needed.

**The recent major planning activities of Ker Vang, Planner I (GIS/Transportation):**

**Addressing**

- Completed invoice letters to the local communities that received addressing service in 2018.
- Assigned an address in the Town of Eaton, an address in the Town of Holland and an address in the Town of Pittsfield.

**Green Bay Metro**

- Calculated bus route mileage for each community at the request of Green Bay Metro.
- Updated time point locations for transit route 13.

**85.21 Program**

- Obtained a username and password for the BlackCat Grant Management System from the WisDOT Specialized Transit Program Manager.
- Reviewed the agency user guide for the BlackCat Grant Management System.
- Reviewed the 85.21 program and application guidelines.
- Completed contract agreements for providers that provide specialized transportation service. (Brown County Human Services Van Driver Program, Salvation Army Transportation Program, and Travel Voucher Program)
- Developed a list of requirements for the Request for Quote to find a vendor to provide specialized transportation service in Brown County communities.

#### Other Tasks

- Created a database and a map identifying the wayfinding sign locations in the Cities of Green Bay and De Pere, and Villages of Ashwaubenon, Allouez and Howard. Used google street view to check and verify every wayfinding sign.
- Provided wayfinding sign data to a GIS staff at the City of Green Bay.
- Updated the bicycle and pedestrian facilities map using current local bicycle and pedestrian plans and current Arial photo.
- Updated the Transportation Improvement Program story map online.
- Updated the Transportation System Performance Measures story map online.
- Began to work on the reporting format and data collection for the performance measures report.
- Created a 36x48 map display of the proposed CTH VV interchange for the County Executive press release.
- Reviewed the recommendations in the 2018 TMA Certification Review Report.
- Began to work on land use inventory for the update of the Brown County Comprehensive Plan. (Town of Rockland)
- Maintained and updated the transportation and planning websites as needed.

#### Webinars and Meetings

- Participated in the bi-monthly Greater Green Bay Active Communities Alliance meeting on December 5.
- Presented the 2018 Transportation System Performance Measures Status Report to the BCPC on December 5, 2018.
- Watched the webinar, Leading with Health: Complete Streets and Bicycle and Pedestrian Planning, on January 7, 2019.
- Participated in the UW-Extension Teleconference Series, Local Land Use, Planning and Zoning, on January 9, 2019.
- Participated in PALS staff monthly meetings.

#### **The recent major planning activities of Karl Mueller, Planner I (Transportation):**

- Attended the quarterly Transportation Coordination Committee (TCC) meeting; presented the outline for the ADA Transition Plan and responded to questions and feedback from committee members (**This activity addresses a 2018 TMA Certification Review recommendation**).
- Compiled data on shipping volumes for the Port of Green Bay and Great Lake Ports; developed visual illustrations to show shipping activity for domestic inbound and outbound traffic, and foreign imports and exports (**This activity addresses a 2018 TMA Certification Review recommendation**).

- Compiled data and researched shipping activity for Wisconsin ports (**This activity addresses a 2018 TMA Certification Review recommendation**).
- Conducted research on container shipping activity on the Great Lakes and inland river ports.
- Reviewed the document, *"Leveraging our Comparative Advantage, Phase II: Identification and Development of Wisconsin Port Market Scenarios"* for the Port Opportunities Study.
- Reviewed the document, *"Brown County Port/Rail Committee 'White Paper'"* for the Port Opportunities Study.
- Created a map of ADA non-compliant detectable warning surfaces at sidewalk/railroad crossings in the Metropolitan Planning Area (**This activity addresses a 2018 TMA Certification Review recommendation**).
- Reviewed the findings and recommendations from the 2018 TMA Certification Review Report.
- Updated Green Bay Metro's Route 13 single route map.
- Attended regular BCPC staff meetings.
- Concluded research on shipping activity and trends for the Port of Green Bay and Great Lakes ports.
- Reviewed ADA compliance requirements for Electronic and Technology Services for the ADA Transition Plan.
- Reached out to staff from communities in the Metropolitan Planning Area to inform them of the MPO's development of an ADA Transition Plan and collect information for transportation facilities in those communities (**This activity addresses a 2018 TMA Certification Review recommendation**).
- Participated in a meeting with BCPC staff and Dean Haen, Port of Green Bay Manager, for the Port Opportunities study (**This activity addresses a 2018 TMA Certification Review recommendation**).
- Attended the Local Land Use Planning and Zoning Teleconference, *"Keeping Up with Changes in Wisconsin's Planning & Zoning Enabling Laws"* in De Pere on January 9<sup>th</sup>
- Completed draft maps for ADA non-compliant detectable warning surfaces for sidewalk/railroad crossings for municipalities across the Metropolitan Planning Area for the ADA Transition Plan (**This activity addresses a 2018 TMA Certification Review recommendation**).
- Created a map showing the location of pedestrian countdown signals throughout the Metropolitan Planning Area (**This activity addresses a 2018 TMA Certification Review recommendation**).
- Updated ADA non-compliant curb cut maps for municipalities across the Metropolitan Planning Area (**This activity addresses a 2018 TMA Certification Review recommendation**).
- Reviewed the Wisconsin DOT's 2018 ADA Transition Plan to document in the MPO's ADA Transition Plan.
- Continued fieldwork assessing the ADA compliancy of curb cuts, and updated the database as part of the ADA Transition Plan (**This activity addresses a 2018 TMA Certification Review recommendation**).
- Began conducting a land use inventory for the Town of Scott.

- Researched regulations and development requirements for industrial sites in the City of Green Bay, and reviewed the Wisconsin Department of Natural Resources requirements for shoreland zoning.
- Participated in a meeting with BCPC staff and WPS staff to collect information about the Pulliam Site as part of the Port Opportunities study (**This activity addresses a 2018 TMA Certification Review recommendation**).
- Identified site constraints and began drafting a map identifying site constraints and developable space at the Pulliam Site for the Port Opportunities study (**This activity addresses a 2018 TMA Certification Review recommendation**).
- Attended regular BCPC staff meetings.